



*State of New Jersey*

**DEPARTMENT OF HEALTH AND SENIOR SERVICES**

PO BOX 360  
TRENTON, N.J. 08625-0360

JON S. CORZINE  
*Governor*

[www.nj.gov/health](http://www.nj.gov/health)

FRED M. JACOBS, M.D., J.D.  
*Commissioner*

TO: Interested Parties

FROM: Alise F. Davis, Executive Administrator  
Office of Boards & Council

DATE: April 18, 2006

SUBJECT: State Health Planning Board (SHPB) Mailing List

The Department of Health and Senior Services, Office of Boards and Council (B&C), is updating the mailing list for the State Health Planning Board (SHPB). In order to improve efficiencies and provide timely notification, beginning in September 2005, two delivery options will be available to receive SHPB meeting materials.

OPTION 1: E-mail

Notice of Meeting, Business Agenda, Notices of Rule Proposal or Rule Adoption, and list of items distributed to SHPB members will be posted to the web site located at [www.state.nj.us/health/commiss/obc.htm](http://www.state.nj.us/health/commiss/obc.htm). Subscribers choosing this delivery option will receive an e-mail announcement when materials are posted. This option will allow individuals to print materials directly from the B&C web page. Links to the materials will be included with the electronic message. The message will be distributed at about the same time as mailed materials.

OPTION 2: Regular Mail

Notice of Meeting, Business Agenda, Notices of Rule Proposal or Rule Adoption, and list of items distributed to SHPB members will be mailed approximately one week before the regularly scheduled meeting. If you receive hard copies (notice, agenda, etc.) a charge will be determined using the statutory duplicating fees.

OPTION 3: REMOVE FROM MAILING LIST

Please remove my name/organization from the mailing list.

Please make your selection choosing Options 1,2 or 3 and return the attached sheet to update the B&C mailing list. If you have any questions, please contact [alise.davis@doh.state.nj.us](mailto:alise.davis@doh.state.nj.us).

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Please complete the below form and return to the following address:

NJ Department of Health and Senior Services  
Office of Boards and Council  
South Warren and Market Streets  
PO Box 360 – Room 801  
Trenton, New Jersey 08625-0360  
Attention: Alise F. Davis

Please check the appropriate box below to have your materials distributed.

- ☐ Electronic copies
- ☐ Hard copies (please select one)
  - ☐ Agenda and Location Notice Only
  - ☐ Agenda, Location Notice, and Materials
- ☐ Remove my name/organization from mailing list

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_